

APPENDIX C

Laboratory Data Report Check Sheet

The following items are to be kept on file at the lab for ten years after analysis.

Reviewer _____ Date _____

Project _____

Laboratory _____ UST- _____

LAB INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Laboratory name | <input type="checkbox"/> UST Lab ID Number |
| <input type="checkbox"/> Address | <input type="checkbox"/> Telephone number |
| <input type="checkbox"/> Fax number | <input type="checkbox"/> Email |
| <input type="checkbox"/> Name of person authorizing release of information | |

METHOD AND SAMPLE INFORMATION

- | | |
|---|--|
| <input type="checkbox"/> Analyte of interest, or target analyte | <input type="checkbox"/> Lab file ID number |
| <input type="checkbox"/> Extraction method # | <input type="checkbox"/> Type of matrix |
| <input type="checkbox"/> Names of Sampler/Extractionist/Analyst | <input type="checkbox"/> Field sample number |
| <input type="checkbox"/> Extraction solvent used | <input type="checkbox"/> Lab sample number |
| <input type="checkbox"/> Site or project name | <input type="checkbox"/> Sample collection point |
| <input type="checkbox"/> Date sampled | <input type="checkbox"/> Date received |
| <input type="checkbox"/> Date extracted | <input type="checkbox"/> Date analyzed |
| <input type="checkbox"/> Sample refrigerated | <input type="checkbox"/> Date/time |
| <input type="checkbox"/> Time/date temperature measured | <input type="checkbox"/> Temperature |
| <input type="checkbox"/> Sample transfer log/release/chain-of-custody form | |
| <input type="checkbox"/> Ambient container temperature upon receipt of sample | |

RESULTS

- | | |
|---|--|
| <input type="checkbox"/> Concentration of analyte (mg/kg dry or mg/L) | <input type="checkbox"/> Dilution factor |
| <input type="checkbox"/> % solids analysis or explanation | <input type="checkbox"/> Case narrative |
| <input type="checkbox"/> Volume of sample purged | |

QC INFORMATION

- | | |
|---|--|
| <input type="checkbox"/> QA Officer Signature | <input type="checkbox"/> Report date |
| <input type="checkbox"/> All samples accounted for | <input type="checkbox"/> Date signed |
| <input type="checkbox"/> Calculation examples/explanations | <input type="checkbox"/> Identification of flags or qualifiers |
| <input type="checkbox"/> All corrections and strikeouts initialed and dated | |
| <input type="checkbox"/> Precision and accuracy value for each sample set | |
| <input type="checkbox"/> Method detection limit or method reporting limit indicated | |

FINAL REPORT

- | | |
|--|--|
| <input type="checkbox"/> Analyst's name on all report pages | <input type="checkbox"/> Date prepared |
| <input type="checkbox"/> Report securely bound | <input type="checkbox"/> Sequentially numbered pages |
| <input type="checkbox"/> Analyst's signature/initials on all chromatograms | |

APPENDIX C - LABORATORY DATA REPORT CHECK SHEET (Cont.)

To be included in data packet for closure – hardcopies or CD-ROM format

CHROMATOGRAMS & INTEGRATIONS

- ☐ Original data package (with analyst's initials)
- ☐ Sample queue
- ☐ Chromatograms included
 - ☐ clearly labeled
 - ☐ baseline-baseline integration
 - ☐ valley-valley integration for surrogate
- ☐ Integration report included (clearly labeled)
- ☐ Integration range clearly indicated
- ☐ Date/time on all chromatograms

CALIBRATION INFORMATION

- ☐ Calibration report (with analyst's initials)
- ☐ Date/time of initial calibration
- ☐ Concentration range clearly indicated
- ☐ Composition of calibration standard(s)
- ☐ Lab Control Standard analyzed, date/time
- ☐ Continuing Calibration Standard analyzed, date/time

SURROGATE USED

- ☐ Surrogate properly identified
- ☐ % recovery for each sample
- ☐ Acceptable range indicated
- ☐ Outliers explained

COLUMN PERFORMANCE

- ☐ Alkane/window retention time standard analyzed
- ☐ Components properly identified
- ☐ Date determined
- ☐ Analyst's initials

SPIKES

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Spike/spike duplicate (if analyzed) | <input type="checkbox"/> Recoveries |
| <input type="checkbox"/> Relative % difference | <input type="checkbox"/> Narrative |
| <input type="checkbox"/> Acceptable range clearly indicated | |

BLANKS

- ☐ Method blank

OPTIONAL

- | | |
|--|--|
| <input type="checkbox"/> Reagent blank | <input type="checkbox"/> Pattern match/narrative |
| <input type="checkbox"/> Bottle blank | <input type="checkbox"/> Summary |
| <input type="checkbox"/> Reference (library) sample included | |